

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

May 9, 2019, 3 p.m. to 5 p.m.

Meeting Location:

Sacramento County Health Center

4600 Broadway, Community Room 2020

Sacramento, CA 95823

Facilitator: Kristina Kendricks-Clark – Chair

Scribe: Paula Gammell, Staff

Council Member Attendees:

Kristina Kendricks-Clark – Council Chair, Susan Farrington –PAC Chair, Chelle Gossett - Fiscal Agent, Gail Brosnan – Prevention Committee Chair, Kane Ortega-ACC Chair, Mahara Leong – QAC/NAC Chair

Via Teleconference: Michael Ungeheuer – Governance Chair

Members Excused: Kevin Johnson - AdAC Chair, Richard Benavidez – Council Vice Chair

Members Absent:

Guests: None

Topic	Minutes
<p>Welcome, Introductions and Announcements</p>	<p>Kristina Kendricks-Clark, Council Chair, welcomed everyone to the meeting and introductions were made by each Committee Chair.</p> <p>The HIV Health Services Planning Council has coordinated an educational program on <i>Health Goals after Undetectable</i>, which will be held on Tuesday, June 4, 2019, at the UC Davis Cancer Center Auditorium, 4501 X Street, Sacramento, from 5:30 p.m. to 7:30 p.m.</p> <p>Gail Brosnan advised that the Sacramento Pride event is being held on both Saturday and Sunday, June 8-9, 2019. Gail will be assisting with HIV testing on Sunday, June 9, 2019.</p> <p>Mahara Leong advised that there will be a training on Methamphetamine and Psychiatry on May 21, 2019, coordinated by Judy Vang, Program Manager.</p> <p>The Sacramento Native American Health Center is looking to conduct HIV testing on Thursday, June 27th, in recognition of HIV Testing Day. More details pending.</p> <p>Mahara Leong advised that there will be a Methamphetamine Conference on June 13, 2019, coordinated by Judy Vang, Program Manager, for the UC Davis AIDS Education and Training Center.</p>
<p>Agenda Review*</p>	<p>A copy of the Agenda was presented. Kane Ortega motioned to approve the Agenda as presented with a second by Gail Brosnan and was unanimously approved.</p>
<p>March 2019 Minutes Review*</p>	<p>Minutes of March 2019: Motion to approve the Minutes as presented was made by Kane Ortega with a second by Susan Farrington and was unanimously approved.</p>
<p>Council Self-Assessment Findings</p>	<p>Council Staff advised that there were five Planning Council members that completed the Council Self-Assessment. There were constant membership changes during FY18 impacting member's</p>

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Council Staff Assessment Findings	<p>ability to complete the assessment tool as new members did not feel comfortable responding. The Priority Setting and Resource Allocation category received the highest completion rating at 77.8%. Overall, the Council's self-assessment completion rating is 60.7%.</p> <p>Council Staff advised that the Executive Committee completed the Council Staff Assessment. The overall score for Council Staff was 87.3%.</p>
<p>Fiscal Agent: FY18 February 2019 Fiscal Agent Report</p> <p>RFP Update</p>	<p>Council Staff advised that the Fiscal Agent just finalized the figures for the FY18 February 2019 Fiscal Agent Report and requests permission to bring the final FY18 February 2019 Fiscal agent Report to Council for approval. Motion to approve presenting the Fiscal Agent Report at Council was made by Kane Ortega with a second by Mahara Leong and was unanimously approved.</p> <p>The Fiscal Agent will be releasing a Request for Proposal (RFP) with an anticipated release date of August 2, 2019.</p>
<p>Committee Updates:</p> <p>Reflectiveness update</p> <p>ACC Brochure*</p>	<p>Administrative Assessment Committee (AdAC): AdAC did not meet but will be meeting on Friday, June 7, 2019, to conduct the FY18 year-end Assessment.</p> <p>Affected Communities Committee (ACC): Kane Ortega advised that ACC did not meet in May 2019. He further advised that Reflectiveness down to 20% with two applications on file for interview/appointment.</p> <p>Council Staff advised that ACC met however did not have quorum of regular attendees to approve several documents which are now presented to the Executive Committee for approval.</p> <p>Council Staff presented an updated copy of the ACC Brochure noting that the County's contact information was updated to reflect the Program's new address and the Federal HRSA Disclaimer was added to the document as well. Motion to approve the ACC Brochure as presented was made by Gail Brosnan with a second by Kane Ortega and unanimously approved.</p>

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<p>HIV Health Services Planning Council Brochure*</p> <p>Council Recruitment Flyer*</p> <p>FY18 Post Card Survey Findings</p> <p>FY18 Client Satisfaction Survey</p>	<p>Council Staff presented an updated copy of the HIV Health Services Planning Council Brochure noting that the County’s contact information was updated to reflect the Program’s new address and the Federal HRSA Disclaimer was added to the document as well. Additionally, the Provider Directory was updated to reflect the agencies by County. Motion to approve the HIV Health Services Planning Council Brochure as presented was made by Susan Farrington with a second by Mahara Leong and unanimously approved.</p> <p>Council Staff presented an updated copy of the Council Recruitment Flyer noting that the Federal HRSA Disclaimer was added to the document as well as some minor wordsmith changes. Motion to approve the Council Recruitment Flyer as presented was made by Michael Ungeheuer with a second by Kane Ortega and unanimously approved.</p> <p>Governance: Michael Ungeheuer, Governance Chair, advised that the Committee did not meet.</p> <p>Priorities and Allocations Committee (PAC): Susan Farrington advised that PAC will be meeting on Monday, May 13, 2019 to discuss the FY20 Grant Application Service Category priorities. Council Staff requested the Committee be permitted to move any work product from its meeting on Monday, May 13, 2019, forward to Council on Wednesday, May 22, 2019, to avoid any delays by waiting for the June 13, 2019 Executive Committee to review the work. Gail Brosnan motioned to approve moving any work product generated from the Monday, May 13, 2019 Priorities and Allocations Committee, forward to Council on Wednesday, May 22, 2019. Motion was seconded by Susan Farrington and unanimously approved.</p> <p>Prevention Committee: Gail Brosnan, Chair, advised that the Committee did not meet.</p> <p>Quality Advisory Committee (QAC): Mahara Leong advised that QAC did not meet due to quorum issues. Council Staff advised that the FY18 Post Card Survey Findings and FY18 Client Satisfaction Survey Findings were finalized and included in their Committee document package for</p>

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Findings	<p>review.</p> <p>Needs Assessment Committee: Council Staff advised that the Committee now meets quarterly and will meet next in June 2019. Council Staff is presently working on updates to the Needs Assessment Survey Tool due to data collection/extraction concerns upon completion of the last Needs Assessment.</p>
Set May 2019 HHSPC Agenda*	<p>A draft of the May 2019 Planning Council Agenda was presented. Motion to approve the Council Agenda as presented was made by Susan Farrington with a second by Mahara Leong and was unanimously approved.</p>
Public Comments	<p>Both Chelle Gossett and Mahara Leong advised that they will be unable to attend the Planning Council meeting on Wednesday, May 22, 2019.</p> <p>Susan Farrington advised that the Governor’s Proposed Budget including another round of HEAP Funding (Homeless Emergency Aid Program).</p>
Adjournment	<p>Next meeting: June 13, 2019.</p>